

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Reservoir Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Facilitates the Reservoir Management Program for the city of Norfolk. Monitors all activities of the reservoir and the surrounding area.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Directs the water quality management plan by managing water quality sampling, reviewing the results, and preparing reports.
2	S	Performs office duties by answering telephone and email inquiries, developing the web site and informational materials, reviewing data, and generating reports for state and federal agencies.
3	L	Coordinates the encroachment program by ensuring that all lakefront owners are in compliance with codes, directing employees, maintaining a database, and obtaining special police clearance if necessary.
4	M	Develops and coordinates special projects by investigating, evaluating, and recommending solutions to reservoir management issues.
5	M	Supervises personnel by training them on water sampling, boat operation and computer applications.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical materials, blueprints, surveys, City codes, memorandum, reports, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as statistical and algebraic calculations.
Writing	Work requires the ability to write technical reports, letters, memorandum, and general correspondence.
Managerial	Managerial responsibilities include overseeing the staff's daily activities, coordinating events with staff, and managing daily dredging, reservoir, and watershed protection programs.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Inspection, observation or examination of reservoir or property related, supervision of staff
Sitting	C	Computer, desk work, driving
Walking	O	Inspection, observation or examination of reservoir or property related, to/from main building, inter-office
Lifting	R	Office equipment and supplies, files, reports, books, chemicals
Carrying	R	Office equipment and supplies, files, reports, books, chemicals
Pushing/Pulling	O	Boat work
Reaching	R	Office equipment and supplies, files, reports, books, chemicals
Handling	R	Office equipment and supplies, files, reports, books, chemicals
Fine Dexterity	C	Computer keyboard, writing, drawing, graphics, calculator
Kneeling	O	Inspection, observation or examination of reservoir or property related
Crouching	O	Inspection, observation or examination of reservoir or property related
Crawling	N	
Bending	O	Inspection, observation or examination of reservoir or property related
Twisting	O	Inspection, observation or examination of reservoir or property related
Climbing	O	Inspection, observation or examination of reservoir or property related
Balancing	O	Inspection, observation or examination of reservoir or property related, boat work
Vision	C	Computer, desk work, reading, writing, filing, inspection, observation or examination of reservoir or property related, boat work
Hearing	C	Telephone, co-workers, staff, meetings
Talking	C	Telephone, co-workers, staff, meetings
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, digital camera, scanner, water quality sampler, boat, motor vehicle, Standard Microsoft Windows and Office software, Internet explorer, Hansen, AUTOCad, PhotoDraw, CorelDraw, communications software, Frontpage software, camera software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)